U.S. DEPARTMENT OF STATE
U.S. EMBASSY LA PAZ, PUBLIC AFFAIRS SECTION
Annual Program Statement

Funding Opportunity Title: U.S. Embassy La Paz - PAS Annual Program Statement
Funding Opportunity Number: PAS-LA PAZ-FY21-01
CFDA Number: 19.040 – Public Diplomacy Programs
Minimum for Each Award: **$1,000.00**
Maximum for Each Award: **$40,000.00**
Deadline for Applications: Rolling deadline. However, the final submission for consideration of proposals is August 31st, 2021

This notice is subject to availability of funding

A. PROGRAM DESCRIPTION

The Public Affairs Section (PAS) of U.S. Embassy La Paz, under the auspices of the U.S. Department of State, is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

Purpose of Grants: PAS La Paz invites proposals for programs that **strengthen cultural, educational, professional and scientific ties between the U.S. and Bolivia** through cultural and exchange programming that highlights shared values and promotes bilateral cooperation. All programs must include an American cultural element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives.

The Public Affairs Section is particularly interested in projects that increase academic and cultural exchanges between the United States and Bolivia, expand English language proficiency, foster entrepreneurship and innovation, encourage greater cooperation in science and technology, promote social inclusion and advance excellence in journalism. We are looking for proposals with outstanding cultural, educational, and exchange merit that involve geographically, demographically, and socio-economically diverse audiences in Bolivia.

Examples of PAS Grants Program programs include, but are not limited to:
- Academic and professional lectures, seminars and speaker programs;
- Expanding English language proficiency;
- Fostering entrepreneurship and innovation, especially with programs that support increased economic opportunities for women and small business owners, including social impact investment;
- Artistic and cultural workshops, joint performances and exhibitions;
- Cultural heritage conservation and preservation programs; and
- Professional and academic exchanges and programs.

The following types of programs are not eligible for funding:
- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs.

NOTE:
- Proposals will be considered and funded on a rolling basis until the final August 31st, 2021 deadline.
- Prospective grantees will typically receive a decision within 90 days, or as funds become available.
- The time required to finalize an award and disburse funds after a proposal is selected for funding ranges from 1 to 2 months. Applicants are, therefore, encouraged to apply 4 to 6 months before the start date of the proposed activity.

B. ELIGILIBITY INFORMATION

1. **Eligible Applicants:** The Public Affairs Section encourages applications from the United States and Bolivia.
   - Registered, not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
   - Individuals
   - Non-profit or governmental educational institutions
   - Governmental institutions

   For-profit or commercial entities are **not** eligible to apply.

2. **Cost Sharing or Matching:** Cost sharing is not required but is encouraged.

3. **Other Eligibility Requirements:** In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, a NCAGE Code, as well as a valid registration on www.SAM.gov. Please see Section C.3 for information on how to obtain these registrations. Individuals are not required to have a DUNS number or be registered in SAM.gov.

C. APPLICATION AND SUBMISSION INFORMATION

1. **Content and Form of Application Submission**

<u>Please follow all instructions below carefully</u>. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible for consideration.

The preferred language for applications is English. However, applicants are welcome to submit the Proposal Summary in Spanish as well.

Please ensure that:
- The proposal clearly addresses the goals and objectives of this funding opportunity.
- All budgets are in U.S. dollars.
- All pages are numbered.
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **<u>required</u>**:

- **SF-424** (Application for Federal Assistance – organizations) or **SF-424-I** (Application for Federal Assistance --individuals)
- **SF424A** (Budget Information for Non-Construction programs) and Budget Justification (see below)
- **SF424B** (Assurances for Non-Construction programs)
  Applicants can download all of the above forms at
  https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1 or at
  https://bo.usembassy.gov/education-culture/grants-corner/
- **Budget Justification Narrative**: The Excel template found at
  https://bo.usembassy.gov/education-culture/grants-corner/ will help you organize your budget and fill out the information required on SF424A.

2. **Summary Coversheet:** Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. **Proposal (10 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.
   - **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact. Applicants are also welcome to submit this document in Spanish if they prefer (not required).
   - **Introduction to the Organization or Individual applying**: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
   - **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
   - **Program Activities**: Describe the program activities and how they will help achieve the objectives.

- **Program Methods and Design**: A description of how the program is expected to work to solve the stated problem and achieve the goal.
- **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicab**le**

4. **Required Registrations:** All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:
   - Unique Identifier Number from Dun & Bradstreet (DUNS number)
   - NCAGE/CAGE code
   - www.SAM.gov registration

A Quick Guide for International Entity Registration can be downloaded from: https://bo.usembassy.gov/education-culture/grants-corner/ at the Grant Forms tab

Step 1: Apply for a DUNS number:

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform/index.jsp

Step 2: Apply for NCAGE. Application page here
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

Step 3: After receiving the NCAGE Code, proceed to register in SAM by logging onto:
https://www.sam.gov/portal/SAM/##11#1

SAM registration must be renewed annually.

These databases interface with each other, so the information in DUNS should match exactly with what you put in your NCAGE application, and the same with SAM

5. **Submission Dates and Times:** The Public Affairs Section will accept proposals throughout the year and will review proposals as funding becomes available. The deadline for submission of the last applications is August 31st, 2021.

6. **Funding Restrictions:** Award funds cannot be used for construction, vehicle purchases, property rental, or the purchase of alcoholic beverages.

7. **Other Submission Requirements:** All application materials must be submitted by email to LaPazGrants@state.gov

D. APPLICATION REVIEW INFORMATION AND SELECTION PROCESS

1. **Criteria:** Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

   - **Organizational capacity and record on previous grants**: The organization has expertise in its stated field and PAS is confident of its ability to undertake the program. This includes a financial management system and a bank account.
   - **Quality and Feasibility of the Program Idea** – The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.
   - **Goals and objectives:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.
   - **Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy La Paz's priority areas or target audiences.
   - **Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
   - **Monitoring and evaluation plan:** Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.
   - **Sustainability:** Program activities will continue to have positive impact after the end of the program.

2. **Review and Selection Process:** A Grants Review Committee will convene quarterly to evaluate all eligible applications.

E. FEDERAL AWARDING AGENCY CONTACTS
If you have any questions about the grant application process, please contact PAS at: LaPazGrants@state.gov